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*The CHASE Fund is an agency of the Government of Jamaica providing funding support to projects in Culture, Health, Arts and Early Childhood Education. CHASE falls under the Office of the Prime Minister and also reports to the Ministry of Finance and the Public Service*

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## Accounting Officer

Salary Scale: \$3,501,526 - \$4,709,163

### **JOB PURPOSE**

Under the direct supervision of the Finance Manager the Accounting Officer contributes to the financial wellbeing of the Fund by ensuring organizational compliance with financial regulations, existing policies, procedures and related internal controls; effecting well-organized daily accounting records relative to Administrative and Projects; aid in the development financial policies to improve the Fund's effectiveness; overseeing its financial transactions and the preparation of schedules for financial statements, invoices and relevant documentation.

### **STRATEGIC OBJECTIVE (statement of intent of what the post seeks to achieve)**

To provide specialist financial and administrative support in the management of the Fund's finances and accounting transactions; oversee the preparation of schedules for financial statements and related documentation; and provide data supporting organizational compliance with financial regulations, policies, procedures and applicable operational controls, thereby securing efficient use of JSIF's financial resources.

### **KEY OUTPUTS (results, deliverables)**

1. Monthly Bank Reconciliations
2. Journal Entries preparation
3. Monthly and *ad hoc* Financial Schedules preparation
4. Monthly Expenditure Report/Listing preparation
5. Monthly Sub-Project Updates
6. Preparation Audit Schedules
7. General Ledger Account Reconciliation and Analysis
8. Key Supplier Statements Reconciliation and Analysis
9. Processing of Supplier Payments

10. Review of Petty Cash reconciliation, journalizing related expenditure and processing of float replenishment.
11. Maintenance of Fixed Asset Register - Monthly
12. Performs any other duties which Finance Manager may assign within scope of job function.

**FINAL OUTPUT** (final results corresponding to job purpose)

The provision of proficient day-to-day administration of the Fund's financial transactions and procedures *via* the maintenance of sound financial and accounting systems and controls, supporting the undertaking of full organizational compliance with financial regulations, and providing input to the completion of statutory financial reporting.

**PERFORMANCE INDICATORS** (how success will be measured)

1. Completeness, accuracy and timeliness of key outputs (e.g. bank reconciliations, journal entries, financial reports/schedules etc.)

**KEY RESPONSIBILITY AREAS: TECHNICAL & PROFESSIONAL RESPONSIBILITIES**

1. Examines accounting distribution relative to all cheque requisitions and other source documents used for General Ledger posting
2. Prepares, as required, journals with relevant supporting documentation and appropriate clarification, and submits for review and approval
3. Prepares monthly bank reconciliations on assigned accounts and submits for review and approval.
4. Assists in the annual budget preparation and review process through the provision of historic financial data for projection/forecasting purposes.
5. Prepares Audit Schedules
6. Calculates and investigates, or assists in investigating monthly expense variances and reports findings
7. Alternates for Payroll Officer in executing payroll functions – processing of statutory deductions payments.
8. Prepares and submits lodgements (e.g., bid sales and other cash receipts) as needed within agreed time frames.
9. Processes supplier payments in compliance with stipulated operating procedures
10. Applies financial policies to guarantee operational efficiency
11. Updates financial records with latest transactions and adjustments

12. Conducts periodic financial analysis to detect and resolve variances
13. Maintains subsidiary ledgers and reconciles assigned general ledger accounts
14. Maintains fixed assets register

***Performs any other duties which Finance Manager may assign within scope of job function.***

#### **MANAGEMENT & ADMINISTRATIVE RESPONSIBILITIES**

1. Records all approved Corporate Social Responsibility
2. Coordinates monthly and annual Corporate Social Responsibility Approval and Disbursement reporting.
3. Processing of approved corporate social responsibility disbursement requests.
4. Obtain and maintain sufficient and appropriate payment processing records
5. Prepares administrative and project expenditure reports, as assigned

#### **HUMAN RESOURCE RESPONSIBILITIES**

1. Provides information to internal customers, as needed
2. Liaises with Finance Manager to update and review budget data
3. Ensures compliance with established procedures and operational controls as outlined in the governing Public Bodies Acts, Regulations and Policies.

#### **AUTHORITY (decisions you have the power to make or recommend)**

1. Monitors assigned general ledger accounts to ensure accuracy
2. Prepares monthly financial schedules.
3. Monitors utility accounts to ensure timely and accurate payments
4. Prepares assigned bank reconciliations
5. Validates additions and disposal of fixed assets
6. Observes and reports non-conformity with requirements of Public Bodies Acts, Regulations and Policies.

#### **RESOURCES MANAGED (budget, purchases, other assets)**

- Fixed Assets Register
- Desktop Computer

<b>CONTACTS</b> (Liases with)
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Internal

<i>Contact</i>	<i>Purpose</i>
Projects Department	Payment processing and ad hoc reports
Administration Department	Administrative payment processing

External

<i>Contact</i>	<i>Purpose</i>
Local Banks	Initiating electronic payment processing and preparation of cash lodgement for bearer deposit.
External Auditors	To submit audit schedules and required documentation support

<b>MINIMUM REQUIREMENTS TO START</b>
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**Qualifications & Experience**

- Bachelor of Science (BSc.) Degree in Accounting, ACCA Level I or related discipline
- Minimum three (3) years' experience in an accounting position
- Minimum three (3) years' experience using accounting systems/software
- Experience with Accpac accounting systems and/or external auditor experience would be an asset.

**Specific Knowledge & Skills**

- Knowledge of Financial Administration and Audit (FAA) Act
- Knowledge of financial regulations and accounting processes
- Knowledge of financial and accounting procedures
- Working knowledge of computerized accounting packages
- Working knowledge of office procedures
- Excellent Microsoft Excel skills
- Strong accounting skills
- Excellent attention to detail
- Strong analytical skills
- Sound numerical skills

- Excellent time management skills
- Excellent verbal and written Communication skills
- Good interpersonal skills
- Strong attention to detail
- Good report writing skills
- Excellent work ethic
- Excellent stress management skills

#### **COMPETENCIES REQUIRED FOR THE ROLE**

- Competency
- Continuous Learning
- Flexibility and Adaptability
- Innovative Thinking
- Problem Solving and Critical Thinking
- Strategic Thinking
- Decisiveness
- Results/Goal Oriented
- Stewardship, Responsibility and Accountability
- Persuasiveness in Communication
- Self-confidence and Courage of Conviction
- Teamwork
- Team Leadership
- Relationship Building and Networking
- Emotional Intelligence
- Self-Control and Composure

#### **SPECIAL CONDITIONS OF THE JOB (disagreeable work environment etc.)**

- Will have to work under stressful, time-sensitive conditions
- Will be expected to work for extensive periods (Busy period including year end and external audit completion)